

B-cycle Collection & Recycling Network

Accreditation Protocols



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1. Purpose of this document

This document describes the requirements for becoming an accredited participant in the B-cycle collection and recycling network. It has been prepared to implement the requirements of the Battery Stewardship Scheme, known as B-cycle, as authorised by the ACCC and ensures B-cycle operates in an effective, efficient, safe, and transparent manner.

2. B-cycle objectives

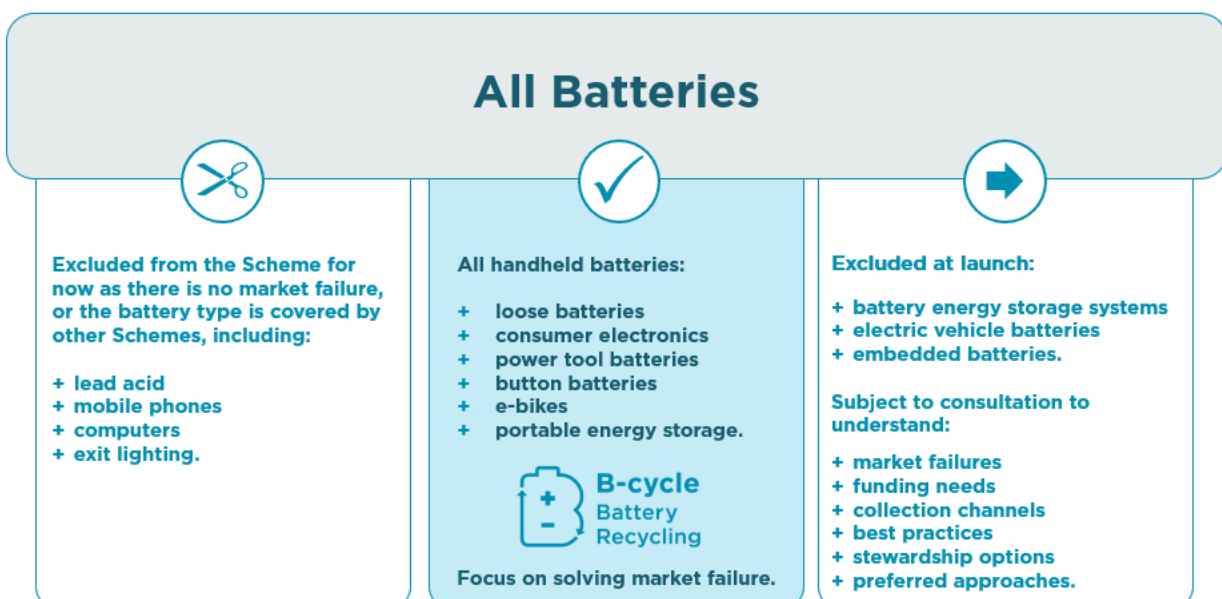
The mission of the Battery Stewardship Council is to create a circular economy for batteries as a leading model for product stewardship. Our long-term objectives include:

- + zero battery waste to landfill through strong community accessibility, acceptance, and engagement in recycling.
- + safety risks of batteries to be successfully managed by the community and industry.
- + a domestic battery recycling industry that is self-sustaining profitable and growing; and
- + sustained finance security and efficiency for B-cycle.

3. B-cycle scope

B-cycle has been designed to address the battery waste problem, initially for handheld and rechargeable batteries. The figure below shows which batteries are out of scope.

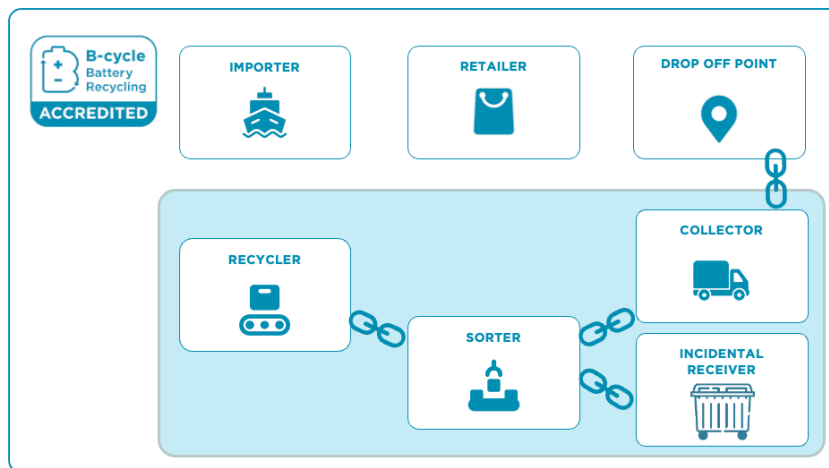
Figure 1. Batteries in scope and phasing



4. Battery Steward obligations

Accreditation provides the foundation of the B-cycle Scheme and includes general commitments for all Participants and additional commitments specific to a Participant’s role in the battery value chain. The focus of this document is on the B-cycle collection and recycling network as shown in the shaded box in the figure below.

Figure 2. Scope of B-cycle accredited participants covered by these protocols



4.1 General obligations for all battery stewards

All Participants commit to general obligations and specific obligations depending on their role in the battery value chain. These are provided in the B-cycle Commitment document for the B-cycle collection and recycling network and are as shown in the tables below.

General obligations for all participants

- + Give purchase and/or supply preference to:
 - + other accredited B-cycle participants for the purchasing of batteries, battery powered products, and battery services
 - + buying batteries from manufacturers using recycled content where appropriate.
- + Ensure all used in-scope batteries generated or collected by your organisation are disposed of using B-cycle accredited participants.
- + Promote B-cycle to the community, other businesses, and stakeholders
 - + use the B-cycle approved branding as appropriate and in accordance with the B-cycle style guide
 - + comply with all legal and other requirements
 - + conform to B-cycle protocols for quality, traceability, environment, and Work, Health, and Safety
 - + cooperate in a pro-active manner with announced and unannounced audits as instigated by the BSC.
- + Retain and make accessible to the BSC records to demonstrate these obligations and related B-cycle procedures and guidance are being met.
- + Give appropriate access to relevant records for audit purposes as appropriate.
- + Proactively respond to research and information gathering requests from BSC or BSC contractors.

4.2 General obligations for the Collection & Recycling Network

Obligations for participants receiving rebates

- + Operate in conformity with the B-cycle Collection and Recycling Network B-cycle Protocols.
- + Proactively encourage customers to become accredited B-cycle participants
- + Acknowledge that legacy batteries from stockpiles are not eligible for the rebate without prior consent.
- + Report any battery-related fire, contamination, and other relevant significant incidents to the relevant authorities and the BSC to manage crisis communications and improve understanding of the risks.
- + Commit to the applicable obligations for Collectors, Sorters, Recyclers, Downstream Processors, and end processors as shown below.
- + Prioritise onshore environmentally sound management of used in-scope batteries.

4.3 Obligations depending on Collection & Recycling Network role

B-cycle Drop off points	
B-cycle Drop off points	Incidental Receivers
+ Please refer to the Drop off Point Code of Practice.	+ Please refer to the Incidental Receivers Code of Practice.
Collectors	Sorters
<ul style="list-style-type: none"> + Guarantee all used batteries received go to a B-cycle accredited Sorter or processor. + Only accept in-scope batteries from B-cycle accredited organisations (does not apply to out-of-scope batteries). + Use the B-cycle approved tracking system to ensure accurate tracking of batteries collected for recycling. + Ensure containers used to collect and transport batteries legally compliant and conform to the B-cycle Container Protocols. + Report to the BSC on collection rates and costs. 	<ul style="list-style-type: none"> + Only accept in-scope batteries only from B-cycle accredited organisations. (does not apply to out-of-scope batteries). + Guarantee all used batteries received go to a B-cycle accredited Recycler for environmentally sound disposal. + Acknowledge that legacy batteries from stockpiles are not eligible for the rebate without prior consent. + Report to the BSC on sorting categories, chemistries, rates, and costs.
Primary processors	Secondary and end processors
<ul style="list-style-type: none"> + Only accept in-scope batteries from B-cycle accredited drop-off points, Collectors and Sorters to recycle collected batteries (does not apply to out-of-scope batteries). + Guarantee and provide evidence to confirm that all used batteries received are processed using environmentally sound management and giving priority to B-cycle accredited facilities + Demonstrate environmentally sound management of recovered battery materials in accordance with the Protocols. + Report to BSC on collection and recovery of batteries processed (quantity, chemistry, fate, and costs). 	<ul style="list-style-type: none"> + Only receive in-scope battery recovered materials, that are sourced from B-cycle accredited Drop-off points, Collectors, Sorters, and/or Processors for processing. This not apply to batteries that originate from sources outside of Australia or are out-of-scope batteries. + Demonstrate that all recovered battery materials received are processed in reprocessing facilities using environmentally sound management. + Demonstrate that all recovered battery material received are processed using environmentally sound management that seeks to maximise value of materials and use of domestic markets for outputs. + Ensure verifiable outputs and recovery rates for all recovered battery materials received. + Use the B-cycle approved tracking system to ensure accurate tracking of batteries and recovered material from processed batteries. + Report to BSC on recovery of batteries and their processed materials (quantity, chemistry, fate, and costs) - in general and for claim specific processing.

5. The accreditation process

The accreditation process includes verification of these commitments using a variety of methods appropriate to the Participant role, including audits and document reviews. This is intended to ensure a safe and transparent process for managing batteries, from the point of import through to closing the loop with recycling.

Figure 3. Overview of the accreditation process for collection, sorting and recycling network



Verification activities vary depending on the Participant’s role in the battery value chain. The time taken to navigate the accreditation varies, however the figure below provides indicative time frame.



5.1 Responsibilities when outsourcing activities

Participants seeking accreditation are responsible for demonstrating how they have met B-cycle accreditation requirements. This applies whether the services are provided internally or outsourced. Participants seeking rebates are required to provide verifiable evidence that sub-contracted entities (e.g., drivers and couriers) comply with legal requirements, including the Australian Dangerous Goods Code.

6. The B-cycle audit process

B-cycle is administered the Battery Stewardship Council (BSC), funded by industry, authorised by the Australian Competition and Consumer Commission, and accredited by the Federal Government. This requires BSC to demonstrate that B-cycle is delivering high levels of assurance for both our own operations and that of our partners. A key feature of the B-cycle Scheme design is the accreditation process which is set out this document.

The purpose of audits is to:

- + accredit B-cycle participants involved in the collection and recycling network
- + ensure ongoing conformity for B-cycle collectors, sorters and recyclers and confirm they are operating to best practices that are safe for the Australian communities and environment
- + assure government, importers, retailers, and consumers that B-cycle participants are operating in accordance with their Battery Steward commitments.

BENEFITS OF B-CYCLE AUDITS FOR PARTICIPANTS

IN ADDITION TO ENABLING B-CYCLE ACCREDITATION, AUDITS ALSO PROVIDE A VALUABLE OPPORTUNITY FOR PARTICIPANTS TO:

- + increase readiness for regulatory inspections
- + adopt international best practice in readiness for future business development
- + improve business processes by:
 - + testing internal business systems
 - + adding to management insights into

6.1 Who will be audited?

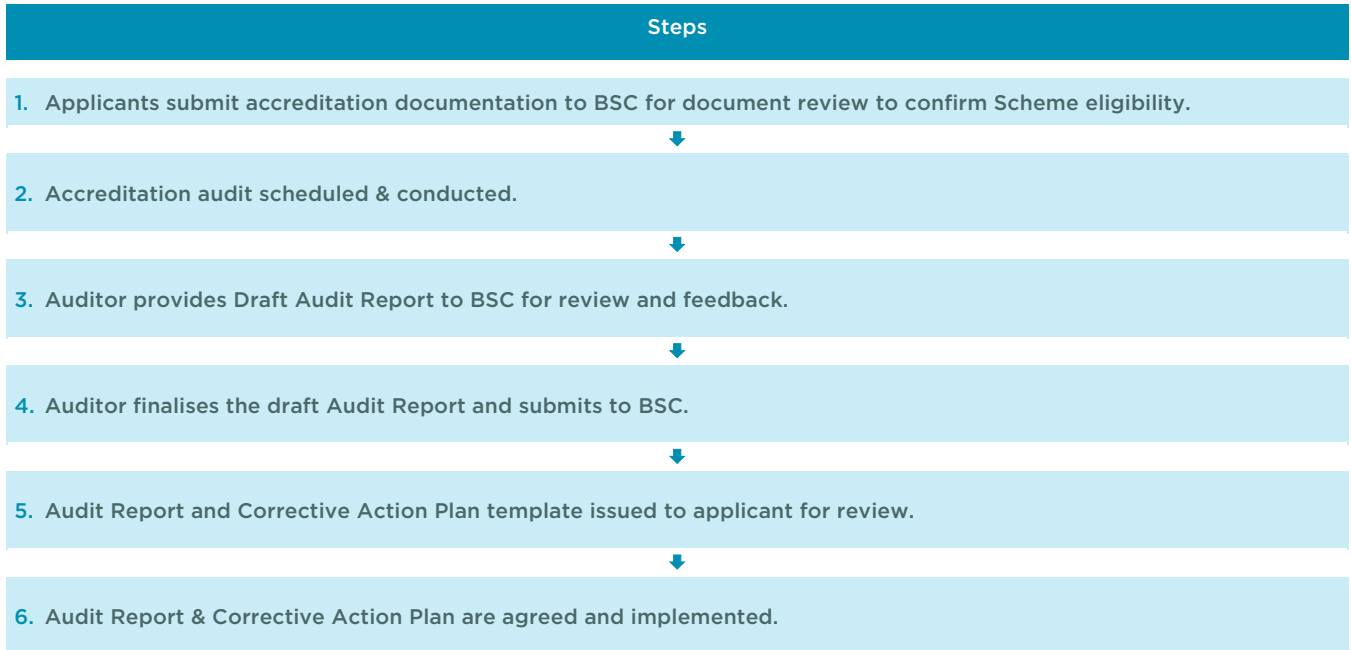
The degree of verification will depend on the role in the supply chain. Except for unannounced audits, BSC will work with Participants to ensure obligations and processes are well communicated and understood, confirming that partners and customers are aware of upcoming audits. The following figure provides an overview of the key topics to be verified in audits.

6.2 Audit standards

Independent auditors engaged by the BSC, follow international auditing standards including ISO 17021 and ISO 19011 for auditing management systems. These provide a framework for auditors to:

- + plan the audit, including how to:
 - + calculate the audit time.
 - + identify random samples and sample sizes for records and employee or contractor interviews to be conducted.
- + conduct the audit in a manner that will enable them to verify that:
 - + systems and procedures are in place and meet the intent of Scheme requirements
 - + evidence the implementation of these systems and procedures.
 - + a culture of improvement exists to ensure continual improvement aligning to best practices.

6.3 Audit & accreditation process

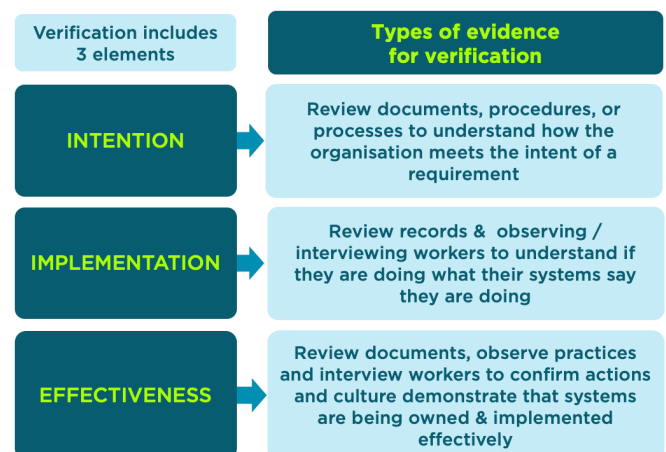


The audit process is designed to assure:

- + B-cycle is improving safety and reducing environmental harm through its Drop off Point network
- + Drop off Points are convenient, safe and well-maintained
- + batteries are only sourced from B-cycle accredited Drop off Points and not from recalls, or illegal or historical stockpiles
- + containers used to collect, transport, and store batteries are safe and legal
- + operations from start to finish are compliant with legal requirements
- + employees and contractors have been trained and equipped to conduct their work safely.
- + traceability of collected batteries and the veracity of rebate claims especially regarding recovered materials from waste batteries.
- + batteries and battery materials are processed in an environmentally sound manner.
- + the cost of Scheme operations is reported to ensure the Scheme is sustainable into the future.

6.4 Core principles

The objective of the audit principles is to confirm that each of the B-cycle requirements are implemented and integrated into business as usual. As with any management system audit, auditors employ a number of strategies to verify conformity as shown in the diagram to the right.



6.5 Successful audits

Accreditation requires successful completion of announced and unannounced audits. It is expected that auditees will be proactive including:

- + facilitating auditors open access to:
 - + interview employees and contractors
 - + view storage areas and containers
 - + view processing areas
 - + view records and documents
 - + follow audit trails, choose interviewees, and view any part of operations.
- + treating auditors with respect and professionalism at all times
- + recognising that auditors are working on behalf of BSC for the benefit of B-cycle.

6.6 Reasons for stopping an audit

Auditors are authorised to halt to an onsite audit in process if they:

- + see an unsafe situation or feel unsafe in a situation. This situation could represent a hazard to themselves or others.
- + see or are subjected themselves to disrespectful behaviour, this may include any behaviour that a person would find demeaning, humiliating or bullying
- + are unable to complete the audit as planned because they are not provided access to requested records, employees, containers, or locations.

7. Network accreditation records and evidentiary requirements

Evidentiary requirements specific to each role are described in the table below.

Documentation & evidentiary verification	Responsibility (with BSC oversight)	Drop off points	Incidental receivers	Collectors	Sorters	Recyclers	Downstream vendors & end processors
1. Commitment document	+ Electronic submission to BSC	•	•	•	•	•	
2. Drop off point code of practice	+ Electronic submission to BSC	•					
3. Incidental receivers code of practice and expression of interest and annual forecasting.	+ Electronic submission to BSC		•				
4. Drop off point or incidental receiver health check (onsite)	+ BSC Auditors or BSC	•	•				
5. Accreditation application & related documentation	+ Electronic submission to BSC + Used by BSC Auditors to plan onsite audit			•	•	•	
6. Onsite audit	+ BSC Auditors + BSC oversight			•	•	•	
7. Chain of custody from receipt to transfer to next link in the chain	+ B-cycle rebate claim process + BSC			•	•	•	
8. Sorting process and outcomes, meeting specifications processor	+ BSC Auditors BSC				•		
9. Recycling process	+ BSC Auditors + BSC + Monthly submission of Storage and Processing Plan					•	
10. Recycling outcomes - mass balance	+ BSC Auditors					•	
11. Verification of environmentally sound management & fate	+ BSC Auditors					•	•
12. Export compliance (if involved in export)	+ BSC Auditors				•	•	•

8. Rebate claim process

BSC uses the accreditation model to enable Participants to participate in the B-cycle system and claim rebates. This rebate system has been designed to address the market failure of a lack of a cost signal for safe and responsible collection and recycling in the price of the battery.

8.1 Rebate eligibility

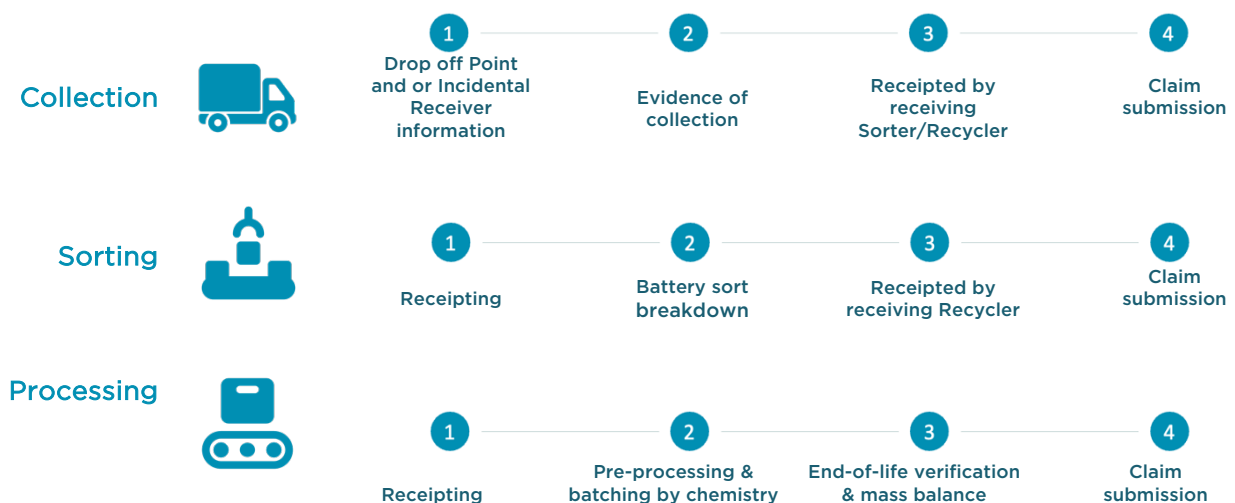
The B-cycle Scheme has been designed to address the market failure that was preventing widespread collection of batteries. As such rebates are only available:

- + with evidence of chain of custody
- + from and to accredited parties
- + once for each unique battery
- + upon validation that the batteries have been delivered to another accredited party, with the previous activity or chain of custody completed, or at the end of the recycling chain.

Rebate rates will be reviewed on an annual basis by the Board, in conjunction with cost information provided by Participants and publicly available indices such as Consumer Price Index and Commodity prices.

8.2 Rebate claims process

Participant accreditation is a requirement for B-cycle rebate claims which includes verification of the source, transfers, and recycling of collected batteries are traceable through a clear chain of custody. The following graphic illustrates the rebate claim process via the B-cycle rebate tracking system, demonstrating the Participant categories and where they are required to submit data and traceability evidence.



8.3 Rebate claim and payment terms

Rebates are to be submitted monthly for payment. Payment term will not exceed 45 days.

Collection and sorting rebates that are not claimed and/or the required evidence to validate the claim is not provided within three months of the collection date, will no longer be eligible for rebate payments.

Processing rebates that are not claimed and/or the required evidence to validate the claim is not provided within twelve months of the collection date, will no longer be eligible for rebate payments.

8.4 Tracking rebate claims via the B-cycle tracking system

Currently, B-cycle participants are required to track rebate claims and submit all evidentiary requirements through B-cycle's tracking system on Sharepoint. This is the central administrative system that enable's BSC to ensure traceability and process rebate payments. Over time, BSC will seek to automate this process and will work closely with participants to ensure it is fit for purpose.

8.4.1 Transparency is critical to the success of the rebate model

B-cycle is different to a typical commercial arrangement. It is funded through a levy paid by importers and passed on to consumers in the price of the product. The model was developed with the involvement of industry and the support of all Governments. This necessitates a higher level of accountability.

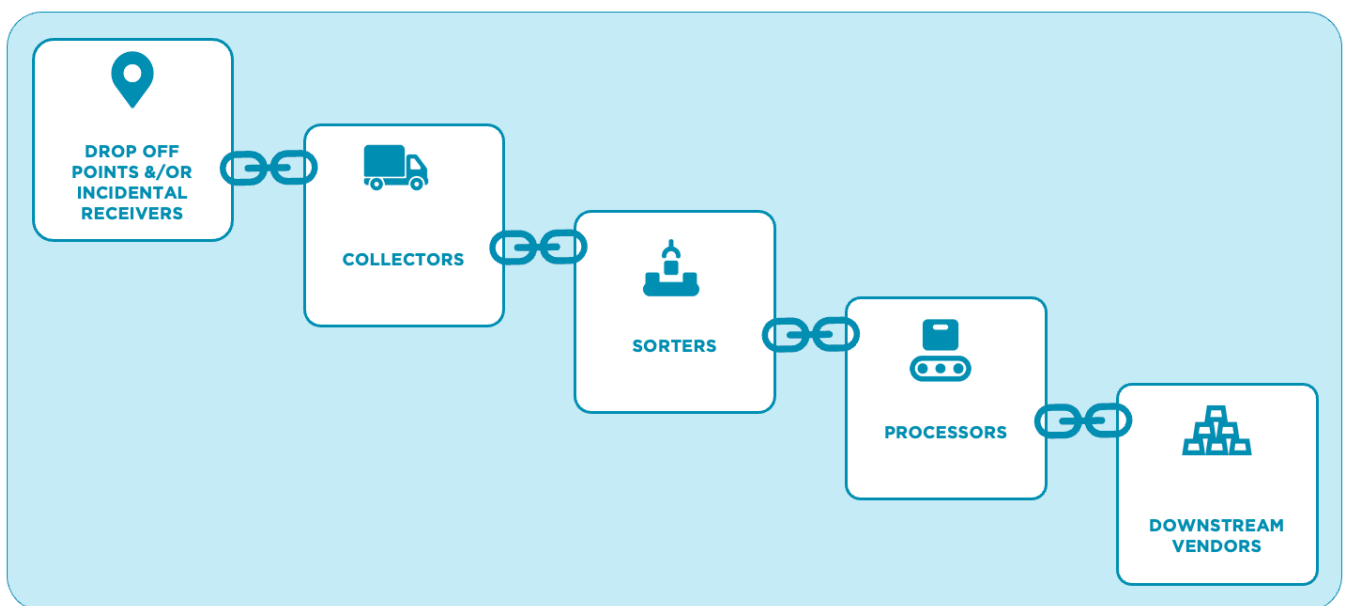


Figure 1. Chain of custody from source

8.5 Rebate evidentiary requirements

Evidence required will vary depending on the type of rebate: Collector, Sorter or Processor.

8.5.1 Evidentiary requirements for Collector rebate claims

The table below summarises the evidence to be submitted with rebate claims depending on the type of pick-up.

	Public pick-up	Non-public pick-ups	One-time annual private pick up < 15 kgs	Post-back service < 15 kgs per container
Drop off point and Incidental Receiver accreditation	Yes	Yes	NA	Yes
Customer information	B-cycle system	B-cycle system	B-cycle system	B-cycle system
Customer order # (outbound packaging)	NA	NA	NA	Yes
Geo-located photo of battery receptacle & individual packages at pick-up location	Yes	Yes	Yes	No
Signed consignment note or manifest (secondary evidence to strengthen claim verification)	Preferred	Preferred	Preferred	Preferred
Consignment note or manifest	Yes	Yes	Yes	Yes
Pick-up point (could be Drop off point or Incidental Receiver site) contact details	Yes	Yes	Yes	Yes
Estimated weight	Yes	Yes	Yes	Yes
Battery type	Preferred	Preferred	Preferred	Preferred
Chemistry	Preferred	Preferred	Preferred	Preferred
Container type and size	Yes	Yes	Yes	Yes
Number of containers	Yes	Yes	Yes	Yes
Comments (non-conforming materials & incidents)	If applicable	If applicable	If applicable	If applicable
Sorter verification (of receipt and verified weight of conforming and non-conforming materials)	Yes	Yes	Yes	Yes

Figure 2. Collector Rebate claim evidentiary requirements

8.6 Evidentiary requirements for Sorter rebate claims

The table below summarises the evidence to be submitted with sorter rebate claims.

Verification Requirements	Evidence required from sorter			
Confirmation of Chain of Custody	+ Consignment note from Collector matches Sorter receipt, including date received).			
	+ Geo-tagged evidence of receipt (e.g., photo).			
	+ Verify weight(s) of shipment received from Collector.			
Characteristics of load	+ Receipted shipments with verified weights and claim IDs assigned to a sorting load.			
	+ Commencement date of pre-sort.			
	+ Verified total pre-sort weight (kg).			
	+ Verified total post-sort weight (kg).			
Collector claim(s) verified and closed	+ Verified total non-conforming weights (kg) by product type or material of load.			
	+ Sorter verifies Collector claim via B-cycle tracking system (required for Collector rebate payment).			
Data on sorted load battery chemistries	+ Sort load ID.			
	+ Commencement date of sort.			
	+ Verified battery sort weights (kg) for each of the following:			
	+ Alkaline/Carbon Zinc	+ Lithium-ion	+ Lithium iron phosphate	+ Lithium primary
	+ NiCd	+ NiMH	+ Button batteries	+ Other
	+ Information and weight (kg) of non-conforming material (if applicable).			
	+ Optional: product breakdown (by weight) of sort.			
	+ Completion date of sort.			
Continuing chain of custody to Recycler	+ Date sorted material sent to Recycler facility			
	+ Nominated Recycler facility			
Verify outputs	+ Completion of sorting outputs verification table or equivalent (see Appendix 2).			

Verification Requirements	Evidence required from sorter
Sorter verification when exporting sorted batteries for offshore processing (these claims are not eligible for processing rebates, only Sorter rebates)	<ul style="list-style-type: none"> + If using an offshore Recycler, the Sorter must demonstrate: <ul style="list-style-type: none"> + Legal export and shipment (export permits, shipping records, invoices, etc.) + Agreement that offshore receiving Recycler will accept materials + Sorting specifications of offshore receiving Recycler + Legal compliance of recycling facility + Verification of environmentally sound recycling processes + Landfill diversion rate and material recovery rates + Once verified, Sorters exporting sorted batteries for processing can close sorting claims for approval.

8.6.1 Evidentiary requirements for Processor Rebate Claims

VERIFICATION REQUIREMENTS	Evidence required from Recycler
Chain of custody verification	Consignment note from Sorter matches Recycler receipt (including date, weight, and chemistry type).
	If Sorter claimant is different to Recycler, Recycler confirms Sorter’s claim meets sorting specifications.
Sorter claim(s) verified and closed	Recycler verifies Sorter claim in the B-cycle App (required for Sorter rebate payment).
Characteristics of processing batch	Confirm Sorter load IDs and weights of Sorter claims in Recycler batch claim (actual claim IDs required)
	Confirm total weight of batch to be processed equals total weight of corresponding Sorter loads.
	Provision of monthly storage and processing plans
	Processing commencement and completion date
	Completion of Batch processing outputs verification table or equivalent (see Appendix 3).

8.7 Alternative process for rebate evidentiary requirements

Participants seeking to submit alternative evidence to that described in the table above are required to submit a “B-cycle Alternative Evidence Proposal” form, available by contacting BSC. The proposal will be evaluated by the BSC Accreditation Committee comprising the BSC Chair, CEO, and CFO, plus the Director of Best Practice & Innovation as an Ex-officio member.

Proposals for approval of alternative processes must include:

COLLECTION AND RECYCLING NETWORK ACCREDITATION PROTOCOLS

- + why the provision of required evidence is not possible
- + why special dispensation is warranted
- + alternative evidence, explaining how it will be collected, managed, and submitted to the BSC.
- + how the alternative evidence provides an equivalent level of assurance that chain of custody requirements have been met.

Acknowledge that the alternative process will be subject to robust verification from the source and additional more regular spot audits.

8.8 Data security is essential to B-cycle’s credibility

The ability of the BSC to protect sensitive data is central to the ongoing success of B-cycle and of our Participant relationships. The BSC needs to collect, track, and verify data to:

- + deliver on our strong commitments of safety and transparency
- + provide assurance that all collected batteries are in fact recycled
- + enable the BSC to process accountable and auditable rebate payments
- + prevent double counting and fraudulent rebate claims
- + track incidents and respond to consumer or Participant concerns.

8.8.1 Commitment to data protection

BSC is committed to protecting all personal and commercially sensitive data. We have conducted a risk analysis and instituted legal mechanisms, policies, and data management procedures to manage data security risks. In addition to the [Participant Confidentiality Policy](#), the following controls are employed:

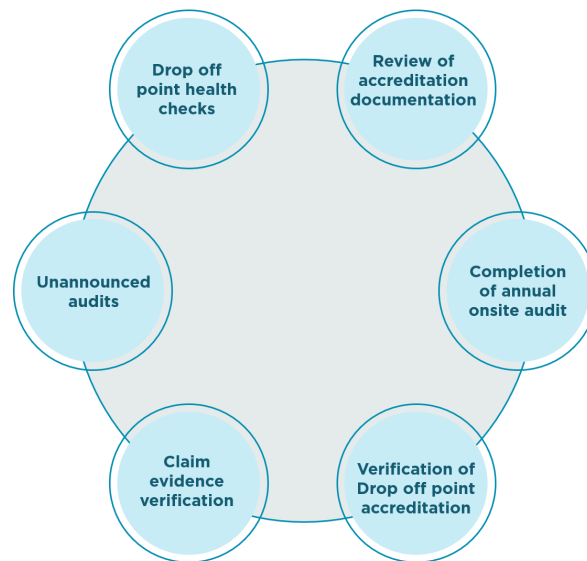
Mechanism	Approach
Employee data security controls	<ul style="list-style-type: none"> + Clear definition of data security responsibilities in employee contracts, the employee handbook and orientation training + Make fraud and confidentiality issues a critical and regular agenda item at weekly management meetings
Aggregated reporting of commercially sensitive information	<ul style="list-style-type: none"> + BSC has processes in place to ensure that information and collection data is only made public through aggregated reports. + This is reviewed to ensure that sensitive information is not released.
Restricted access	<ul style="list-style-type: none"> + Sensitive information is partitioned from access to stakeholders including the BSC Board, with access limited to key BSC staff (CEO & Director of Best Practice and Innovation).
Outsourcing criteria	<ul style="list-style-type: none"> + All external BSC contractors are limited in their access to data held by BSC and can only use data relevant to their task. + Contractual arrangements include controls for ensuring data security.
Auditor verification	<ul style="list-style-type: none"> + From time to time, BSC will engage independent auditors to verify information. + Auditors will be chosen on the basis demonstrated ability to independently audit and maintain data security. + Contractual arrangements include controls for ensuring data security.

Confidentiality Agreements	<ul style="list-style-type: none"> + BSC establishes Confidentiality Agreements with participants who have concerns regarding the protection of commercial data.
Administration	<ul style="list-style-type: none"> + BSC manages data entry of Participants and Drop off point information in-house. + Rebate processing is administered by the BSC.
IT service providers	<ul style="list-style-type: none"> + IT service providers involved in managing member data are required by contract law to protect member data, including data on collection points. + The developer must not have a conflict of interest or provide written confirmation of processes used to ensure conflict of interest is managed. + Contractual arrangements include controls for ensuring data security.

9. Verification process for Collectors, Sorter, and Recyclers

The BSC will conduct various verification activities to assure the integrity of B-cycle and that Participant obligations are met.

Figure 3. Verification activities



These verification processes enable the BSC to assure the B-cycle community (brands, retailers, consumers, Participants, partners, and government) of the following:

- + the legitimacy of the business and related interests to prevent exposure of BSC to potentially fraudulent activities
- + management systems support a safe and transparent B-cycle network
- + employee awareness is such that the obligations can be met
- + the use of the B-cycle brand is appropriate
- + Scheme participants (and thus the Scheme) operate in a safe and compliant manner
- + all batteries collected are in fact recycled, and rebate claims are substantiated.

10. Accreditation of Collectors, Sorters and Recyclers

Successful accreditation requires that BSC verify information and activities from Participants in the following categories:

- | | |
|---------------------------------------------|--------------------------------------|
| 1. Organisational & operational information | 7. Battery transport |
| 2. Management systems | 8. Battery sorting |
| 3. Regulatory compliance | 9. Battery processing |
| 4. Container safety | 10. Chain of custody |
| 5. Drop off point management | 11. Environmentally sound management |
| 6. Battery storage | 12. Cost of service |

10.1 Organisational and operational information

BSC requires Participants to disclose organisational and operational information in order to identify battery and related affiliations and site and vehicle ownership. The purpose is to avoid the potential for legacy and illegal stockpiles being submitted for rebate claims and to minimise the potential for batteries managed by a participant to be abandoned.

Requirement	Collectors	Sorters	Processors	Standard / documentation requirements	Rational for requirement
1. Provision of the ASIC listing for all parent and subsidiary companies.	•	•	•	+ ASIC listing.	To demonstrate business legitimacy.
2. Provision of the listing of Directors of all parent and subsidiary companies.	•	•	•	+ List of parent and subsidiary companies.	To demonstrate participants meet the DCCEEW's Fit and Proper Person test.
3. Provision of the listing of all company sites, including aggregations sites, storage & processing facilities.	•	•	•	+ List of current sites, including aggregations sites, storage & processing facilities.	To understand breadth of business operations and assist with auditors to verify storage locations and identify operational and illegal stockpiles.
4. Evidence of site ownership and/or lease arrangements of all sites aggregating, sorting and processing batteries.	•	•	•	+ Copies of titles or lease agreements.	To demonstrate business legitimacy and assist with auditors to verify storage locations and identify operational and illegal stockpiles.
5. Company names and contacts of any battery transporter subcontractors used.	•	•	•	+ List of contractors and subcontractors.	To ensure BSC is aware of organisations operating within the Scheme.
6. Please provide details of your fleet ownership/ leasing arrangements.	•	•	•	+ List of fleet and statement of lease arrangements.	To demonstrate participants are meeting legal transport.
7. Workers Compensation Insurance.	•	•	•	+ Current Workers Compensation Insurance Certificate.	To demonstrate workers involved in the B-cycle network are covered by Workers Compensation.
8. Public and Products Liability Insurance.	•	•	•	+ Current Public and Products Liability Insurance Certificate.	To demonstrate operations, have appropriate insurance.

10.2 Management systems

The Battery Steward Commitment includes a commitment to the collection and storage of batteries in accordance with management systems and processes. This ensures that risks associated with collecting and sorting used batteries are well understood by employees, minimal and mitigated appropriately.

Requirement	Collectors	Sorters	Processors	Standard / documentation requirements	Rational for requirement
9. Management system (e.g., ISO 14001, ISO 45001, ISO 9001, or equivalent).	•	•		<ul style="list-style-type: none"> + Submission of certificates to BSC to demonstrate certified system or equivalent. + Evidence of effective system implementation. 	Demonstrates management systems necessary to meet their B-cycle obligations are in place.
10. E-waste certification (e.g. AS 5377:2021, R2, e-Stewards or equivalent).			•	<ul style="list-style-type: none"> + Certified system or equivalent. + Evidence of effective system implementation. 	<p>Demonstrates participants are using systems consistent with international standards and best practice.</p> <p>Used to avoid duplication of standards already used by participants.</p>
11. Copies of recent certification audit & internal audit reports.	•	•	•	<ul style="list-style-type: none"> + Evidence of an effective system. 	Demonstrates participants are meeting international standards and best practice.
12. Assessments and procedures, or similar, relates to battery operations for example: <ul style="list-style-type: none"> + Job Safety Analysis + Safe Work Method Statements + Risk Assessments + PPE requirements 	•	•	•	<ul style="list-style-type: none"> + Evidence of an effective risk and hazard analysis. + Evidence of safety procedures for battery operations. + Evidence of employee understanding of relevant risks, including battery safety, electrical safety, and manual handling. 	<p>Demonstrates meeting international standards and best practice.</p> <p>To ensure systems are in place to prevent employee hazards and exposure to unsafe conditions.</p>
13. Fire/ Emergency Plans and controls.	•	•	•	<ul style="list-style-type: none"> + Evidence of clear plan, understanding & implementation of battery fire & emergency response system(s). 	Demonstrate operations and controls are in place to minimise the risk of fire in the B-cycle network.
14. Pollution prevention and management plans.	•	•	•	<ul style="list-style-type: none"> + Evidence of effective stormwater and air quality management controls. 	Demonstrate operations and controls are in place to minimise the risk of pollution in facilities used in the B-cycle network.
15. Manual handling procedures for battery operations.	•	•	•	<ul style="list-style-type: none"> + Evidence of effective manual handling procedures including safe lifting procedures. 	To ensure that workers understand the risks and have a safe working environment.
16. EHS Incident investigation and management procedures.	•	•	•	<ul style="list-style-type: none"> + Incident response management and continual improvement process. 	To ensure systems are in place to prevent employee hazards and exposure to unsafe conditions.
17. Employee training register for battery safety and battery operations.	•	•	•	<ul style="list-style-type: none"> + Evidence that employees are aware of relevant responsibilities including battery safety, fire risk and fire management, and chain of custody. 	To ensure that workers understand the risks and have a safe working environment.

10.3 Regulatory compliance

The Battery Steward Commitment includes a commitment to national, state, and/or territory regulatory compliance for battery collection, transport, storage, handling, and processing. The following information is required by the BSC to verify your collection processes are compliant with existing regulations.

Requirement	Collectors	Sorters	Processors	Standard or documentation required	Rational for requirement
18. Compliance with federal, state and local requirements for storage, handling and transport of batteries.	•	•	•	+ Evidence of relevant transport permits and licences relating to fire and emergency services, transport/ADG Code, and environmental regulators.	Demonstrate legal compliance and business integrity. Implementation of this section enables participants to demonstrate systems in the event of a regulatory inspection or in response to an incident or violation.
19. No history of wilful violations, and evidence that regulatory infringements have been successfully resolved or there is a clear and agreed plan with regulators ¹ .	•	•	•	+ Records of relevant legal notices, instructions, directives, or fines.	Prevent repeat offenders with a history of wilful non-compliance are excluded from the Scheme.
				+ Records of council warnings, notices, infringements, penalties, or fines.	
				+ Records of EPA clean-up Notices, Provisional Improvement Notices, or Pollution Abatement Notices	
				+ Records of Worksafe or WorkCover notices, site reports/ letters, penalties, infringement notices.	
				+ Fire authority site visit records, instructions or directives, revocation notices, penalties, or fines.	
20. No history of links to individuals or organisations with a history of illegal stockpiling (see footnote).	•	•	•	+ Transport / licensing infringement notices, including Road &/or transport authorities, including vehicle accidents.	Demonstrate legal compliance and business integrity. Prevent companies with a history or links to battery stockpiling to become accredited.
				+ Organisations, previously linked organisations, or directors of an organisation with a track record of stockpiling or negligent behaviours, will not be eligible for accreditation.	
21. Compliance with the Australian Heavy Vehicle National law.	•			+ Evidence of vehicle and driver compliance with the HVN law, for all vehicles with a combined vehicle and load weight of 4.5 tonnes	Demonstrate safe and legal transport operations.
22. Compliance with State and Territory legal requirements for tracking, reporting, and recording transport of used batteries.	•	•	•	+ Evidence of registration and compliance with required state/territory-based waste tracking systems (if applicable).	Demonstrate safe and legal transport operations.
23. Prevention of stockpiled materials without prior arrangement with the BSC (see footnote).	•	•	•	+ A system of controls will be established to prevent acceptance of stockpiled materials.	Demonstrate legal compliance and business integrity. To prevent companies with a history or links to battery stockpiling to become accredited.

¹ Note: any decision to accredit or revoke accreditation based on stockpiling will be subject to confirmation by the BSC Board.

10.4 Container safety

The Battery Steward Commitment includes a commitment to national, state, and/or territory regulatory compliance for battery collection, transport, storage, handling, and processing. The following information is required by the BSC to verify your collection processes are compliant with existing regulations.

Requirement	Collectors	Sorters	Processors	Standard or documentation required	Rational for requirements
<p>24. Drop off containers conform to the requirements in the B-cycle Container Protocols. This includes the following:</p> <ul style="list-style-type: none"> + completion of a risk assessment for chosen containers + B-cycle logo + safety labelling 	•			<ul style="list-style-type: none"> + Evidence that Drop off bins meet relevant regulatory requirements and standards. + Provision of risk assessment that identifies relevant risks associated with Drop off bins, their use, and location. + Evidence that container labels meet the requirements of the B-cycle Branding Guidelines 	<p>Ensure B-cycle network safety and reduce the risk of fire in the network.</p> <p>Demonstrate consistency with international best practice and standards for battery storage, collection and transport.</p>
<p>25. Drop off containers are regularly maintained to ensure that they:</p> <ul style="list-style-type: none"> + remain in good condition + prevent harm to human health and the environment; + support B-cycle brand integrity 	•			<ul style="list-style-type: none"> + Evidence that Dropoff containers are regularly maintained and serviced. 	<p>Ensure B-cycle network safety and reduce the risk of fire in the network.</p> <p>Demonstrate consistency with international best practice and standards for battery storage, collection and transport.</p>
<p>26. Storage containers used for aggregation meet B-cycle Container Protocols, including completion of a risk assessment; designed to address identified risks (fire).</p>	•	•	•	<ul style="list-style-type: none"> + Record of risk assessment that identifies relevant risks associated with storage containers, their use, and location. 	<p>Ensure B-cycle network safety and reduce the risk of fire in the network.</p> <p>Demonstrate consistency with international best practice and standards for battery storage, collection and transport.</p>
<p>27. Battery storage and aggregation containers comply with regulatory requirements and standards.</p>	•	•	•	<ul style="list-style-type: none"> + Evidence that battery storage containers meet relevant regulatory requirements and standards. 	<p>Ensure B-cycle network safety and compliance and reduce the risk of fire in the network.</p> <p>Demonstrate consistency with international best practice and standards for battery storage, collection and transport.</p>
<p>28. Battery storage and aggregation containers are properly labelled to indicate contents and comply with applicable legal requirements.</p>	•	•	•	<ul style="list-style-type: none"> + Evidence that battery storage containers are properly labelled. 	<p>Ensure B-cycle network compliance and safety and reduce the risk of fire in the network.</p> <p>Demonstrate consistency with international best practice and standards for battery storage, collection and transport.</p> <p>Ensure workers, regulators and auditors are aware of what types of batteries are being stored to reduce the risk of fire and improve emergency response.</p>

10.5 Drop off point safety and transparency

Participants are required to demonstrate that Drop off points (DoPs) under their management are conducted in a safe and transparent manner. Accredited Collectors are required to verify Drop off point safety and transparency.

Requirement	Collectors	Sorters	Processors	Standard / documentation required	Rational for requirements
29. Implement a procedure to ensure all DoPs are B-cycle accredited and have submitted required DoP accreditation documentation to BSC.	•			<ul style="list-style-type: none"> + Document process for getting customers accredited as B-cycle Drop off Points. 	<p>Ensure Collectors are meeting requirement of only collecting from accredited Participants</p> <p>Ensure all DoPs are aware of their B-cycle commitments.</p> <p>Reduce risks at DoPs</p> <p>Ensure DoPs are safe and aware they are part of the B-cycle Scheme.</p>
30. A list of all public DoPs/ Pick-up points for all sites a Participant collects from, with contact details.	•			<ul style="list-style-type: none"> + Identification of all sites a Participant collects from including contact details and address. + Submission of Public DoPs uploaded to the B-cycle website. 	<p>Enable B-cycle to promote DoPs</p> <p>Ensure transparency, accessibility, and awareness of Drop off points.</p>
31. Control of postal collection services. <ul style="list-style-type: none"> + Note: One-time postal collections do not require accreditation. + Note: Batteries posted in non-compliant boxes or packaging will not be eligible for a rebate. 	•			<ul style="list-style-type: none"> + For regular postal collections (> 1 per year), ensure: <ul style="list-style-type: none"> + Drop off point accreditation is completed. + Container is specifically designed for safe transport of used batteries. + Postal/ courier service satisfactorily meets the BSC traceability requirements. + Chain of custody starts as the customer registers with the Collector and box is provided to them. 	<p>To reduce risk of battery leakage from unaccredited resources.</p>
32. Control of one-off pick-ups (<1 per year).	•			<ul style="list-style-type: none"> + Establish and implement a system of controls to ensure one-off pick-ups are defined. + New one-off private Pick-up points don't have to be accredited, but contact details are required. 	<p>To reduce risk of battery leakage from unaccredited resources.</p>
33. Ensures all Drop off points / Pick-up points meets all accreditation requirements, including: <ul style="list-style-type: none"> + Signed Code of Practice + Completion of B-cycle safety training + Completion of risk assessments and safety plans + Containers meet B-cycle Container Protocols. 	•			<ul style="list-style-type: none"> + Signed Drop off point Code of Practice provided to BSC. + Completed Drop off point Safety training. + Drop off point Risk Assessment and Safety Plan provided to BSC on request. Training records for all Drop off points / Pick-up points are available in (in corporate training or B-cycle portal). + Ensure records of signed Code are provided to B-cycle. 	<p>To ensure a level playing field that all Drop off points are accredited; safe and understand their commitments to B-cycle.</p>

10.6 Receiving and storing batteries

Participants must demonstrate safe receipt and storage of batteries during operations and transit. The following information is required by BSC to verify battery storage is safe and compliant.

Requirement	Collectors	Sorters	Processors	Standard required	Rational for requirement
34. Evidence that you receive batteries from accredited Collectors and provided them to accredited recyclers only.		•		<ul style="list-style-type: none"> + Agreements to sort batteries from accredited collectors. + Agreements for sorted batteries to be processed by accredited recyclers. + Tracking system confirms batteries have only been received from accredited collectors and sorters. 	Verification of battery movements. Implement the B2B preferencing provided through ACCC accreditation and basis of Scheme.
35. Monthly rebate claims are submitted in accordance with reporting requirements and template provided by BSC.	•			<ul style="list-style-type: none"> + Monthly and annual reports of battery collected including volumes (kg) by: <ul style="list-style-type: none"> + month + state or territory + chemistry and type + non-conforming loads + incidents. 	Transparency and for reporting and to substantiate rebate claims.
36. Process for ensuring that non-conforming loads are not submitted for rebate.	•			<ul style="list-style-type: none"> + Procedure for managing non-conforming loads. 	Transparency and to avoid double counting and double payment. Ensure claims are only made for in-scope batteries.
37. Declare legacy stockpiles >10,000.	•	•	•	<ul style="list-style-type: none"> + Declaration of stockpiles + An management action plan approved by relevant regulators, including: <ul style="list-style-type: none"> + source, history, extent, & nature stockpiles + stockpile management practices + timeline for treatment and processing. 	To reduce risk of legacy stockpiled batteries entering B-cycle Scheme.
38. Process that ensures all used collected batteries are not stored beyond legal time limits.	•	•	•	<ul style="list-style-type: none"> + Declaration of all sites where you aggregate used batteries for transportation purposes and associated legal storage limits. 	Safety, consistent with international standards and best practice.
39. Forklift safety (in general and to prevent damage of batteries).	•	•	•	<ul style="list-style-type: none"> + Forklift safety procedures and maintenance programs are implemented. 	Safety, consistent with international standards and best practice. Ensure forklift controls are in place prevent damage to stored batteries and protect worker safety.

10.7 Chain of custody

Traceability is a core commitment of the B-cycle Scheme. This includes maintaining the chain of custody from receiving batteries to final processing, whether onshore or offshore. The following information is required by BSC to verify the chain of custody.

Requirement	Collectors	Sorters	Processors	Standard required	Rational for requirement
40. Participants must agree to and verify that they are collecting/receiving in-scope batteries from/ to other accredited Participants only.	•	•	•	<ul style="list-style-type: none"> + Current contract or similar with accredited Participants. + Evidence that batteries are only received or transferred from/ to accredited Participants. + Evidence required in the evidentiary requirements in Section 5.3 – 5.5. 	<p>To verify battery chain of custody, the basis of B-cycle Scheme.</p> <p>To maximise participation in the Scheme.</p>
41. With one-off post-back services of <10kg, accreditation is not required. However, a chain of custody is still required.	•			<ul style="list-style-type: none"> + Evidence of consignment/ tracking number verifying pick-up and drop-off to the accredited Sorter or Recycler. 	<p>To demonstrate transparency and verify battery chain of custody; basis of B-cycle Scheme.</p>

10.8 Battery transport

Participants are required to demonstrate safe and compliant transport of used batteries. The following information is required by BSC to verify transport activities.

Requirement	Collectors	Sorters	Processors	Standard required	Rational for requirement
42. Number and type of vehicles you manage.	•			<ul style="list-style-type: none"> + Submission of documents to BSC for document review. + Include vehicles that your subcontractors may use. 	<p>To evidence legal and safe battery transport, consistent with international standards and best practice.</p>
43. Use suitably qualified drivers.	•			<ul style="list-style-type: none"> + Evidence of process to ensure driver qualifications and that drivers have a safe driver record. 	<p>To evidence legal battery transport.</p>
44. Vehicle accident response procedures.	•			<ul style="list-style-type: none"> + Evidence of effective vehicle accident preparedness and response process. 	<p>To ensure participants have processes and controls necessary to respond to an incident involving batteries collected through the B-cycle network.</p>
45. Documented procedures for Safe Battery Transport.	•			<ul style="list-style-type: none"> + Submission of documents to BSC for document review. + Effective procedures for safe battery transport. 	<p>To ensure participants have processes and controls necessary to safely transport batteries collected through the B-cycle network.</p>
46. Documented procedures, including controls, for loading and unloading of batteries to Sorters or Recyclers.	•			<ul style="list-style-type: none"> + Submission of documents to BSC for review. + Safe loading and unloading practices. 	<p>To ensure workers are operating in a safe working environment when loading and unloading batteries.</p>
47. Documented procedures for battery/ container spills (during transport).	•			<ul style="list-style-type: none"> + Submission of documents to BSC for review. + Effective spill management system. 	<p>To ensure participants have controls for managing spills involving batteries or operations associated with batteries..</p>

10.9 Battery sorting

For those seeking sorting accreditation processes must meet the specifications of your receiving B-cycle accredited recycler. This includes confirming what battery chemistries you sort, and how you comply with sorting specifications established by the BSC. The following information is required by BSC to verify sorting activities.

Requirement	Collectors	Sorters	Processors	Standard required	Rational for requirement
48. Business arrangement with Recycler, including sorting specifications and process for managing non-conforming materials including out-of-scope batteries.		•		<ul style="list-style-type: none"> + Current contract or agreement with recycler including sorting specifications and processes for managing non-conforming materials including out-of-scope batteries. 	To demonstrate meeting Scheme requirements and out-of-scope batteries do not enter Scheme, e.g. avoid double-counting.
49. Process and controls in place to demonstrate accurate tracking and reporting of battery chemistries sorted.		•		<ul style="list-style-type: none"> + Monthly and annual reports of battery collected including volumes (kg) by: <ul style="list-style-type: none"> + month + state or territory + chemistry + non-conforming loads + incidents. 	To demonstrate the participant meets sorting requirements and eligibility for sorting rebate.
50. Confirmation of B-cycle battery chemistries sorted e.g.: <ul style="list-style-type: none"> + button batteries + alkaline only + Lithium-ion + Lithium iron phosphate + Li primary + NiMH + NiCd + other 		•		<ul style="list-style-type: none"> + Declaration of all battery chemistries sorted. 	Eligibility for sorting rebate.
51. Provision of monthly and annual sorting and storage capacity plans reported by site, weight and chemistry type.			•	<ul style="list-style-type: none"> + Record of monthly and annual sorting capacity by site, weight and chemistry type, and non-conforming materials. 	Ensure compliance with EPA licencing conditions.
52. Sorters that are exporting batteries will meet necessary export and transport requirements, including export licenses, permits (export of Hazardous Goods), and any local export and import requirements.		•		<ul style="list-style-type: none"> + System of controls for managing offshore downstream vendors. 	To demonstrate meets sorting requirements, including safety and legality, demonstrating eligibility for sorting rebate.

10.10 Battery recyclers

If you are seeking B-cycle Processor accreditation, your processes must meet the specifications of your receiving B-cycle accredited recycler.

Requirement	Collectors	Sorters	Processors	Standard required	Rationality for requirement
<p>53. Evidence that you receive batteries from accredited Collectors or Sorters.</p>				<ul style="list-style-type: none"> + Agreements to process batteries from accredited collectors and sorters. • + Your tracking system confirms that you have received batteries from accredited Collectors and Sorters only. 	<p>Demonstrate conformance with transparency and chain of custody requirements.</p> <p>To be eligible for processing rebates.</p> <p>To encourage participation in the B-cycle Scheme.</p>
<p>54. Confirmation of battery chemistries processed:</p> <ul style="list-style-type: none"> + button batteries + alkaline only + Lithium-ion + Lithium iron phosphate + Li primary + NiMH + NiCd + Other. 				<ul style="list-style-type: none"> • + Record of all battery chemistries processed. 	<p>Demonstrate eligibility for processing rebates.</p> <p>Assist B-cycle to understand issues associated with different chemistries.</p> <p>To enable verification of rebate claims.</p>
<p>55. Provision of monthly and annual processing reporting by site, weight, and chemistry type.</p>				<ul style="list-style-type: none"> • + Annual processing capacity by site, weight and chemistry type. 	<p>Demonstrate eligibility for processing rebates.</p> <p>Assist B-cycle to understand issues associated with different chemistries.</p> <p>To enable verification of rebate claims.</p>
<p>56. Site operations have the capacity to process all batteries received in a 12-month period.</p>				<ul style="list-style-type: none"> • + Record of provision of monthly storage and processing plan • + Evidence confirming that your site(s)' operations have the capacity to process all batteries received in a 12-month period. 	<p>Demonstrate ability to legally store and process all collected batteries and avoid future stockpiles.</p>
<p>57. Recovery rates and end of life markets consistent with BSC Scheme design and protocols.</p>				<ul style="list-style-type: none"> • + Declaration of current recovery rate. • + Records from downstream vendors conforming receipt and recovery rates achieved. 	<p>Enable verification of processing claims.</p> <p>Assist B-cycle to reporting to ACCC and other stakeholders on Scheme outcomes.</p> <p>To ensure obligations contained in the ACCC authorisation are being fulfilled.</p> <p>To ensure BSC is not in violation of new ACCC Greenwashing laws.</p> <p>To assist BSC in establishing realistic expectations for processing outcomes.</p>

10.11 Environmentally sound management

Environmentally sound management is a core commitment of B-cycle Processor accreditation. This includes ensuring that all batteries collected are ultimately processed, whether onshore or offshore, in an environmentally sound manner and in accordance with BSC recovery rate criteria. The following verification activities will be conducted:

Requirement	Collectors	Sorters	Processors	Standard required	Rational for requirement
58. Evidence of appropriate disposal or recovery of all battery materials in accordance with environmentally sound management (including processing for landfill where appropriate).				<ul style="list-style-type: none"> + Processing is conducted according to environmentally sound management (see definitions section). + Rebate claims must demonstrate progressive recovery rates toward 90% • + Recovery rates for problematic chemistries are required to be approved by the BSC on a case-by-case basis. + Demonstrate and continuously improve the environmental benefit and value of the recovered materials. 	Demonstrate recovery of materials from batteries, consistent with international standards and best practice.
59. Provide verification from downstream vendors that all materials are reprocessed/ recycled legally, according to local and international environmental regulations.				<ul style="list-style-type: none"> + Certificates of recycling. • + Certifications and accreditations of DSV. 	To demonstrate recovery of materials from batteries, consistent with international standards and best practice.
60. Reporting to BSC consistent with AS 5377 (2021) including value chain mapping of collected batteries including all downstream vendors.				<ul style="list-style-type: none"> + For Recyclers (& Sorters that export) provide flow chart or table documenting the flow of batteries consistent with the value chain map required in AS 5377:2021, including: <ul style="list-style-type: none"> + Battery chemistries in scope of B-cycle. + Contact details, activity undertaken, and outputs. + Batteries and materials that are out-of-scope of B-cycle, or covered by other schemes, including small, sealed lead acid batteries, batteries covered by the NTCRS, Mobile Muster or ExitCycle, waste materials including sand and vermiculate, and hazardous waste e.g. water. 	<p>Demonstrate recovery of materials from batteries, consistent with international standards and best practice.</p> <p>AS 5377:2021 used as a basis to avoid requiring participants to establish two different processes.</p>
61. Ensure chain of custody for all batteries received and processed.				<ul style="list-style-type: none"> + Chain of custody can be demonstrated for all batteries collected, sorted, and processed by implementing internal tracking processes, including: <ul style="list-style-type: none"> + Internal inventory and tracking system + Fate map & mass balance (sorters and recyclers only) + Invoicing systems + Shipment records such as bills of lading, acknowledgements of receipt and invoicing 	Demonstrate recovery of materials from batteries, consistent with international standards and best practice.

Requirement	Collectors	Sorters	Processors	Standard required	Rational for requirement
62. Value chain map is regularly updated regarding DSVs, timelines and recovered output materials.				<ul style="list-style-type: none"> + Records management process. 	<p>To demonstrate recovery of materials from batteries, consistent with international standards and best practice.</p> <p>These systems will be increasingly valuable as corporate entities and electric vehicle companies seek to demonstrate ethical and traceable supply chains.</p>
63. Confirmed business relationships with downstream vendors that receive and process batteries, to ensure that battery materials are destined for environmentally sound end markets.		<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> + Current contract or similar with downstream vendors to receive and process batteries + Traceability and transparency of downstream processing 	<p>Confirm downstream vendors exist and that they are receiving and processing batteries from the B-cycle network.</p> <p>Demonstrate recovery of materials from batteries, consistent with international standards and best practice.</p>
64. Battery materials exported legally.		<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> + If exporting batteries, export licences for all chemistry types. + Final processing complies with all legal requirements for export, transit and import. + Export licences provided. 	<p>Demonstrate legal recovery of exported materials from batteries, consistent with international standards and best practice.</p>
65. For each exporting shipment, there are records that demonstrate that all shipping/ transit requirements have been met.		<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> + Records include bills of lading, acknowledgements of receipt, and shipping numbers. + Evidence of exported used batteries, shipping and consignment documents, including Export Declaration Number (EDN) for each shipment and reports from Integrated Cargo System (ICS). 	<p>Demonstrate legal recovery of exported materials from batteries, consistent with international standards and best practice.</p>
66. Confirmed destination and processing outcomes.		<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> + Confirmed recipient and processing of used batteries by nominated OS processors including received consignments, purchase orders/ receipts and Certificates of Recycling. 	<p>Demonstrate legal recovery of exported materials from batteries, consistent with international standards and best practice.</p>
67. Verification that downstream vendor is appropriately processing used batteries to a high environmental standard and value.		<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> + Photos of site (to confirm site exists) + Evidence that the downstream vendor: <ul style="list-style-type: none"> + complies with international legal requirements + has operational permits + is environmentally healthy and safe. + operates in a responsible manner + has corporate systems + has international environmental accreditations 	<p>Demonstrate recovery of materials from batteries, consistent with international standards and best practice.</p>

10.12 Cost reporting

Your Battery Steward Commitment includes a commitment to disclose the costs of service. Information on both your service fees and costs are important to ensure rebate payments contribute to the ongoing financial viability of the Scheme. The BSC uses aggregated data to analyse the costs of the Scheme and will not publish company-specific or market-sensitive financial information.

The following information is required:

Requirement	Collectors	Sorters	Processors	Standard required	Rational for requirement
68. Disclosure of service fees.	•	•	•	<ul style="list-style-type: none"> + Service fee information to be made available to the BSC accounting firm. + The BSC accounting firm to meet with participants to assist with establishing standard reporting frameworks for reporting the cost of the Scheme. + The BSC accounting firm to provide BSC with aggregated high-level financial data. 	<p>To evaluate Scheme effectiveness and impact of rebates.</p> <p>To enable BSC Board to make informed decisions about levy rates and rebates.</p>
69. Disclosure of cost information to enable the BSC to evaluate adequacy of rebate rates.	•	•	•	<ul style="list-style-type: none"> + A report on the cost of your Participation in the Scheme (as applicable) will be provided by the BSC accounting firm, including direct and indirect costs such as: <ul style="list-style-type: none"> + containers + collection (transport) and sorting + processing of used batteries by: <ul style="list-style-type: none"> + chemistry (per kg) + location (metro vs regional) + battery type + employment + indirect costs + capital costs + administrative costs + other related costs or income 	<p>To evaluate Scheme effectiveness and impact of rebates.</p> <p>To enable BSC Board to make informed decisions about levy rates and rebates.</p>
70. Provide corroborating information to support the cost of service.	•			<ul style="list-style-type: none"> + Contracts, agreements, or service relationships with other accredited Participants and downstream vendors (if used) to be provided to the BSC accounting firm initially and when they change. 	<p>To evaluate Scheme effectiveness and impact of rebates.</p> <p>To enable BSC Board to make informed decisions about levy rates and rebates.</p>

Appendix 1. Definitions and acronyms

For the purposes of this document, the following terms, definitions, and acronyms apply.

Figure 4. Table of terms and definitions

Term	Definition
Accreditation	Recognition by the Battery Stewardship Australia (BSA) that a business or organisation has made a commitment to and meets the requirements of the B-cycle Scheme.
Battery	A container or cell which primarily consists of casing, cathode, anode, electrolyte, and terminals that together act as a source of energy.
Battery importers	Businesses or organisations that are engaged in importing or manufacturing batteries or other products that include batteries to the domestic Australian market.
Battery Stewardship Scheme	B-cycle, an arrangement between parties in the battery value chain to share responsibility for the long-term management of end-of-life batteries in Australia, as set out in this document.
Drop off point - public	A site that allows members of the general public to drop batteries off for recycling. For example, a supermarket that has a dedicated Drop off point.
Drop off point - Private	A site that provides a Drop off point for a target group which is not made available to the general public, however all accreditation information and documentation has been provided to BSA. For example, a facilities company that changes batteries in smoke alarms, mail-back programs and pick-ups from residents and businesses.
Drop off - Postal	Applies to postal services provided by a Collector, in which case the rebate claim starts when the box is posted/ provided to the customer.
Drop off - One-off	A once-only pick-up for a container with < 10 kgs of used batteries for recycling, once per year. Public Drop off points are ineligible. The first time a new private pick-up point is used, they don't have to be approved, but they do have to provide contact name and contact details to enable BSA to verify the transaction.
Drop off public event	A one-off public Drop off event supported by an accredited Collector.
Collector	An individual, business or organisation that arranges collection bins, pick-up and transport of used batteries in any part of Australia for the purposes of recycling, reuse or disposal. For the purposes of the Scheme, a transporter is a collector. A Battery collector is not a Drop off point or a courier.
Environmentally sound use	The use of whole, part or recovered components of used batteries for applications that minimise or prevent harm to the environment or health. Processing outcomes work to provide high value material outcomes and onshore processing.
Equivalent Battery Unit (EBU)	A unit of weight which enables batteries of different sizes to be compared. For the purposes of this Scheme, the assumed weight of one new EBU is taken to be 24g which is approximately one AA Lithium rechargeable battery.
Fleet operator	An entity that owns or operates a fleet of vehicles, including private and government fleet operators.
Environmentally sound management	All practical steps are taken to ensure that used batteries are processed in a manner which will protect human health and the environment against potential adverse effects.
Landfill	Waste disposal sites used for the authorised deposit of solid waste onto or into land.

Term	Definition
Incidental Receivers	Businesses and organisations that intentionally collect materials and recyclables other than batteries. This may include e-waste, scrap metal and kerbside waste and recycling, but through which they unintentionally receive used batteries in their collections of their target materials.
Non-conforming materials	Batteries covered by other schemes, materials that are not batteries, and waste materials.
Participant	A business or organisation that has received accreditation from the Battery Stewardship Council and made a commitment to meet the requirements of the B-cycle Scheme.
Used battery	A battery that is deemed no longer capable of performing the function for which it was originally made, including both single-use and rechargeable battery types.
Recycler	Any business or organisation that recovers metals, metallic compounds (including those of Lithium, Cobalt, Nickel, Cadmium, Potassium, steel, Copper, etc.), graphite, plastic and other component materials and processes them into a form whereby they can be used as intermediate products in the manufacture of derived products.
Sorter	A participant who receives batteries and sorts them to BSC and recycler specifications.
Recycling	A process to recover constituent materials from end-of-life batteries and use those materials to produce new products.
Resource recovery	The process of extracting materials or energy from a waste stream through reuse, recycling or recovering energy from waste.
Retailer	A business or organisation that offers products for sale at retail through any means, including sales outlets, catalogues, or the Internet.

Figure 5. Table of acronyms

Acronym	Terminology
ACN	Australian Company Number
BSC	Battery Stewardship Council
EBU	Equivalent Battery Unit
E2E	Enterprise-to-enterprise
NTCRS	National Television and Computer Recycling Scheme
PSO	Product Stewardship Organisation
ULAB	Used lead acid batteries (automotive)

Appendix 2. Sorting Checklist

Criteria - sample sizes are to be selected randomly and include all claims						
Accreditation audit - required for all sorted batches	Batch	Batch	Batch	Batch	Batch	Batch
Sample (all shipments or randomly chosen by verifier)	Claim 1	Claim 2	Claim 3	Claim 4	Claim 5	Claim 6
1. Date						
2. Collector name						
3. Type(s)/chemistries of input batteries (if known)						
4. Consignment note from Collector matches Sorter receipt, including date received (Y/N)						
5. Geo-tagged evidence of receipt (e.g., photo/approved alternative (Y/N))						
6. Verified weight(s) (kgs) of receipted shipment from Collector						
7. Receipted shipments with verified weights and claim IDs assigned to a sorting load (Y/N)						
8. Commencement date of pre-sort						
9. Verified total pre-sort weight (kg) of load						
10. Verified total post-pre-sort weight (kg) of load						
11. Verified total non-conforming weights (kg) by product type or material load						
12. Sorter verifies Collector claim in Sharepoint (Y/N) (Ref)						
13. Sorter load ID						
14. Collector claim IDs included in record of sort load						
15. Include verification of legal transport						
16. Commencement date of sort						
17. Verified battery sort weights (kg): + alkaline only + Lithium-ion + Lithium iron phosphate + Li primary + NiMH + NiCd + other						
18. Type and weight (kg) of non-conforming material (optional)						
19. Total weight (kg) of in scope batteries						
20. Product breakdown (by weight) of sort (if available)						
21. Completion date of sort						
22. Date sorted material sent to Recycler facility						
23. Date sorted material receipted by Recycler						
24. Nominated Recycler facility						
25. The Recycler's acknowledgement of receipt matches the information in the B-cycle Sharepoint portal.						
26. If using an offshore Recycler, also complete applicable part of processing template.						
27. Comments - notes to be used to prepare findings						
28. Finding / claim verified						

Appendix 3. Processing checklist

Recycling Claims - sample sizes are to be selected randomly and include claims relating to all chemistries						
Accreditation audit: required for all chemistries.	Batch or	Batch or	Batch or	Batch or	Batch or	Batch or
Sample (all shipments or randomly chosen by verifier)	Shipment	Shipment	Shipment	Shipment	Shipment	Shipment
1. Date range						
2. ID provided by participant (post accreditation)						
3. ID from tracking system matches (Y/N) (Ref)						
4. Value chain map is consistent with the requirements of the latest version of AS 5377:2021.						
5. Customer name						
6. Type(s) of material / batteries.						
7. Input Weight(s) (kg).						
8. Weight by output commodities and other materials (kg).						
9. Outbound and inbound shipping (bills of lading/ acknowledgement of receipt/invoices) records match weight and/or count (Y/N) (Ref).						
10. Destination of material.						
11. Evidence that any exported deemed hazardous waste by AU or receiving countries, the required Hazardous Waste Permit is consistent with claim (legal import, transit, and export) (Y/N) (Ref) Note: for consistency with Basel Convention.						
12. Confirmation of legal shipment from Australia. Where relevant, this may include Australian export licences, declarations or exemption notices; and import licences from overseas destination countries. Note: for consistency with Basel Convention.						
13. Recycler provides Export Declaration Number (EDN) (Y/N) (Ref).						
14. Recycler provides report from Integrated Cargo System (ICS) (Y/N) (Ref).						
15. Info on value chain map matches invoices and shipments (business name, city, country) (Y/N) (Ref)						
16. Claim can be tracked back accurately to mass balance and inventory management system (Y/N) (Ref).						
17. Documented evidence of business relationship, e.g. Agreement or invoice (Y/N).						
18. Documented evidence with weight by output materials (kg) (actual or modelled) (noting that battery materials may be mixed with other materials for export).						
19. Evidence of actual recycling based on vendor report e.g. Certificate of Recycling, or receipted recovery of materials (understanding that this will be a conservative estimate of recovery) using environmentally sound management.						
20. Downstream vendor legal compliance (Y/N) (Ref).						
21. Included in annual total recovery rate calculations, using AS 5377:2021 method or equivalent (Y/N) (Ref)						
22. Comments - to be used to summarise observations and prepare findings						

Figure 6.Auditor Summary Table

Verification action Battery Chemistry (or described blends)								
	Button Cells	Alkaline	Li Ion	Lithium Primary	LFP	NiMH	NiCd	Other:
1. Included on value chain map or chart showing processing activities, blending, and downstream vendor information as per AS 5377:2022	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	
Comments								
2. Documents confirm Downstream vendor suitability and ability to process in accordance the environmentally sound management	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	
Comments								
3. Processing locations verified	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	
Comments								
4. Storage locations verified	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	
Comments								
5. Recovered materials weights data maintained?	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	
Comments								
6. Mass balance recovered material vs sorting weights (within 5%)	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	
Comments								
7. Dispatch documents record weights?	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	
Comments								
8. Recovered material weights balance with dispatch weights (within 5%)	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	

Verification action Battery Chemistry (or described blends)								
	Button Cells	Alkaline	Li Ion	Lithium Primary	LFP	NiMH	NiCd	Other:
Comments								
9. Documents that verify destinations for recovered materials?	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	
Comments								
10. Documents that verify receipts by DSV's and destinations match?	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	
Comments								
11. Records confirm legal transport?	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	
Comments								
12. Export records are available, or documents explain why not needed.	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	
Comments								
13. Documents to verify DSV processing is legal?	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	
Comments								
14. Documents to verify DSV are accredited (ESU)?	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	
Comments								
15. Downstream products identified for annual reporting purposes	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	
16. Recovery rates provided	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	Yes/Partial/No	
17. Finding (SS/C/OFI/AoC/NC/MNC)								
Comments								

Table 6.2 – Value chain mapping requirements (Consistent with AS 5377)

Information for each downstream facility that a substance of concern is shipped from, through or to	Transporters	Brokers	Processors		Smelters
			Domestic	Transboundary	
Contact name and details	◇	◇	◇	◇	◇
Company name and address of operation	◇	◇	◇	◇	◇
Name of any parent companies or subsidiaries (if applicable)	◇	◇	◇	◇	◇
Address of any offsite storage facilities used	◇	◇	◇	◇	◇
Countries involved	◇	◇	◇	◇	◇
Treatment and preparation for re-use processes used			◇		◇
Outputs or residuals, including waste and hazardous water arising from treatment			◇		◇
Status of facility permits and licences including expiry dates			◇		◇
Details of transboundary permits including expiry date			◇		◇
Prior informed consents				◇	◇
Details of environmental management systems implemented			+	+	
Requirements of Section 2 of this document	◇	◇	◇	◇	
Requirements of Section 5 of this document	◇		◇	◇	
Details of health and safety management systems			+	+	
Details of EEE management systems implemented			•	+	
Details of conformity with Section 4 of this document			•	+	
Details of conformity with Table 4.1 of this document			•		◇
Details of risk mitigation mechanisms (e.g. insurance or guarantee)			◇		
Business closure plan			◇		
Name, country of operation and process used for each downstream facility to the point of final disposition			◇	◇	◇
Landfill diversion rate (see Appendix E)			◇	◇	◇
Recovery rate (see Appendix E)			◇	◇	◇
KEY ◇ Denotes a requirement. + Denotes a requirement can be met via conformance to an internationally recognized standard. • Denotes a requirement can be met via conformance to this document.					

Value chain for movement of substances of concern

(Taken from AS 5377:22 and adapted for batteries to minimise systems duplication)

The value chain for **recovered battery materials** shall be transparent to the final point of disposition and document the following:

- + Flow chart or spreadsheet identifying all downstream processors and final disposal facilities involved in processing of **battery materials** including the following information:
 - + Type of battery materials.
 - + Name of downstream facility.
 - + Contact and address of downstream facility.
 - + Countries of transit and export.
 - + Import, transit and export permits and approvals.
 - + Evaluation date.
 - + Next evaluation due date.
 - + Approval status.
 - + Treatment processes and point of final disposition (see Table 4.1).
 - + Final fate of the battery materials.
 - + Landfill diversion rate (see Appendix E).
 - + Recovery rate (see Appendix E)
 - + Residuals or outputs, including waste and hazardous waste arising from the treatment process.
 - + Action items due.
- + Retention of record requirements for value chain maps.

Note: BSC recognises there are some challenges with obtaining end-processing information. In the absence of reported fates and recovery rates, participants may use downstream vendor receipts with details of recovery volumes by material. This enables verifiable evidence of recovery, acknowledging that this would likely be an under-estimate.